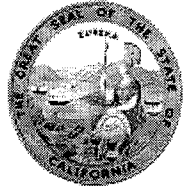




State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

March 18, 2005

TO: MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH)  
DIRECTORS  
BLACK INFANT HEALTH (BIH) COORDINATORS  
ADOLESCENT FAMILY LIFE PROGRAM (AFLP) DIRECTORS  
ADOLESCENT SIBLING PREGNANCY PREVENTION PROGRAM  
(ASPPP) DIRECTORS

SUBJECT: ANNUAL PROGRESS REPORTS  
PROGRAM POLICY ALERT #2004/05-01

Beginning Fiscal Year (FY) 2004/2005, the MCAH Branch will require only one Annual Progress Report for all programs. The Semi-Annual (Mid-Year) Progress Report has been eliminated.

Local Health Jurisdictions

The BIH, FIMR, and AFLP/ASPPP Programs, regardless of the administering county department, will provide information to the local MCAH Directors to be included in one comprehensive annual report that ensures all programs are addressing the needs of the MCAH population. This Annual MCAH Progress Report will be due to the MCAH Branch by August 15th of each year.

Community-based Organizations (CBO) that are subcontractors to Local Health Jurisdictions

CBOs that are subcontractors of local MCAH jurisdictions are to submit their Annual Progress Report to their local MCAH jurisdiction consistent with the MCAH reporting format. Please work with the local MCAH jurisdiction to establish due dates and reporting formats that will enable the local MCAH jurisdiction to meet the state MCAH Branch due date for the Annual MCAH Progress Report.

CBOs with grants from state MCAH Branch

CBOs that receive grants directly from the state MCAH Branch are also required to submit one Annual Progress Report covering AFLP and ASPPP (for those agencies that

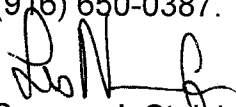
March 18, 2005

administer both programs). The Annual AFLP/ASPPP Progress Report will be due to the MCAH Branch by August 15th of each year.

Revised Annual Reporting Forms

State MCAH staff is currently revising the annual reporting forms for the Annual MCAH Progress Report and Annual CBO AFLP/ASPPP Progress Report. Once the reporting forms are finalized, we will send a Program Policy Alert Letter with the reporting forms attached and post the revised reporting forms on the MCAH Website.

If you have questions or concerns, please contact Linda LaCoursiere, Health Program Manager I, Special Projects and Administrative Support, MCAH Branch, at (916) 650-0387.



Susann J. Steinberg, M.D., Chief

Maternal, Child and Adolescent Health/Office of Family Planning Branch

cc: Amy Krawiec, M.D.  
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